

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: JUDICIAL SECRETARY II

LOCATION: SAN JOSE, CA

JOB REQUISITION: 002898

OVERVIEW

The Court of Appeal, Sixth Appellate District in San Jose, is accepting applications for the position of Judicial Secretary II.

The Judicial Secretary II provides support to appellate court justices and court clerks by performing a variety of high production secretarial and clerical tasks. The secretary serves the entire court and staff, and is assigned as needed to substitute during illnesses, vacations and other absences as well as to assist with added workload assignments and special projects. Assignments may include assisting in the chambers of an appellate court justice, the Writ Department and/or the clerk's office.

RESPONSIBILITIES

- Typing/word processing and proofreading opinions, court memoranda, and other legal documents;
- Cite checking of opinions;
- Responding to the needs of the Writ Department;
- Tracking cases to ensure timely preparation;
- Distributing and/or filing of draft opinions;
- Exhibiting proper telephone techniques;
- Maintaining a complex record filing notification system;
- Exhibiting basic accounting and data entry skills; and
- Performing other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

Equivalent to graduation from high school **and** three years of legal secretarial experience

OR

Two years as a Judicial Secretary I in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.

Additional relevant education and experience resulting in the following knowledge and abilities:

Knowledge of:

- Basic legal concepts, terminology, practices, and procedures;
- Basic methods of legal research, traditional and computerized;
- Pertinent California trial and appellate court practices and procedures;
- Secretarial and standard office practices and procedures, including filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials;
- The operation of standard office equipment;

- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing;
- Correct business English, including spelling, grammar, and punctuation, including knowledge of legal terminology and punctuation;
- Information management and record-keeping principles and practices;and
- Organizational policies and procedures.

Ability to:

- Provide varied secretarial assistance to managerial and executive staff;
- Apply basic legal concepts, terminology, practices, and procedures;
- Conduct limited legal research, traditional and computerized;
- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Diplomatically communicate with executive-level individuals both within and outside the agency; demonstrate proper protocol when dealing with government officials;
- Type at a net rate of at least 55 words per minute;
- Accurately take minutes and transcribe dictation;
- Safely operate a variety of standard office equipment;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing;
- Communicate effectively in English, verbally and in writing;and
- Establish and maintain effective working relationships with those contacted in the course of the work.

Desirable Qualifications:

Knowledge of policies and procedures associated with civil and criminal appeals, functions procedures, and rules of the Clerk's Office. Advanced computer application skills, working knowledge of Microsoft Office 2000; a background that includes appellate court experience or knowledge of the operations, procedures and policies of the appellate courts and judicial system; ability to transcribe from dictation equipment; and knowledge of legal source materials.

HOW TO APPLY

This position requires submission of an official application. You have the option of including your resume along with an application. In order to be considered, **please apply by April 20, 2007.**

We recommend using our online application system. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2898.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the "Special Access and Application Help" section on the Careers page of our website.

You may submit your printed application to:

Court of Appeal, Sixth Appellate Court District
Attn: Personnel Office
333 West Santa Clara St., Suite 1060
San Jose, California 95113
(408) 277-1004

(415) 865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS

Salary Range: \$3,900 to \$4,740 per month

(Starting salary may range between \$3,900 and \$4,095.)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.